

CONFIDENTIAL

Chief, Mediterranean Bureau

15 December 1948

Chief, FBIS

Secretary-Stenographer for Cyprus Station

1. Reference is made to your memorandum dated 15 November 1948 subject as above.

2. Your recommendation for an amendment to the Mediterranean Bureau T/O to include an American Secretary-Stenographer and your request that an employee for this position be sent to Cyprus at the earliest practicable date are not favorably considered for the following reasons:

a. The volume of classified correspondence prepared by FBIS Field bureaus does not justify the expenditure of approximately \$5,000 per annum in salary allowance and transportation.

b. It is believed that complete planning and proper division of responsibilities would permit a locally hired Clerk-Typist or Stenographer to handle the unclassified administrative duties, and that the remaining classified duties could be performed by the Administrative Assistant without undue burden and at a saving to the Government of at least \$3,500 per annum.

c. Secretarial help in Washington is extremely difficult to find.

d. It is believed that when your construction is completed and your operation becomes more standardized the volume of extra curricular duties now required of the Administrative Assistant will be minimized.

3. It is suggested that you employ a Clerk-Typist locally to prepare unclassified correspondence and reports, utilizing one of your present native unclassified positions for this purpose. If it should become necessary to make any revisions in the present Mediterranean Bureau T/O, in order to accommodate additional native unclassified personnel, it will be desirable to request authorization for all additional positions at one time rather than seek changes for each individual case. Therefore no T/O changes will be requested until the new Bureau is in operation and the requirements can be adequately justified.

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L. K. WHITE

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